

A meeting of the **OVERVIEW AND SCRUTINY PANEL (ENVIRONMENTAL WELL-BEING)** will be held in **CIVIC SUITE 0.1A, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, CAMBS, PE29 3TN** on **WEDNESDAY, 4 FEBRUARY 2015** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

**Contact  
(01480)**

## **APOLOGIES**

**1. MINUTES** (Pages 1 - 6)

To approve as a correct record the Minutes of the meeting held on 9th December 2014.

**C Bulman  
388234**

**2. MEMBERS INTERESTS**

To receive from Members declarations as to disclosable pecuniary and other interests in relation to any Agenda Item.

**3. NOTICE OF KEY EXECUTIVE DECISIONS** (Pages 7 - 12)

A copy of the current Notice of Key Executive Decisions, which was published on 17th December 2014 is attached. Members are invited to note the Plan and to comment as appropriate on any items contained therein.

**Democratic Services  
388004**

**4. LOCAL PLAN TO 2036 - TARGETED CONSULTATION** (Pages 13 - 16)

To receive a report and a presentation on the Stage 4 Draft Local Plan to 2036.

**P Bland  
388430**

**5. CORPORATE PLAN - PERFORMANCE MANAGEMENT (QUARTER 3)** (Pages 17 - 26)

To consider performance against the key activities identified in the Council's Corporate Plan for 2014/15 for the period 1st October to 31st December 2014.

**A Dobbyne  
388100**

*(Executive Councillor, D B Dew has been invited to attend for this discussion).*

6. **HUNTINGDONSHIRE STRATEGIC PARTNERSHIP - GROWTH & INFRASTRUCTURE THEMATIC GROUP - ANNUAL REPORT**  
(Pages 27 - 40)

To receive an annual update on the work of the Huntingdonshire Strategic Partnership – Growth and Infrastructure Thematic Group.

**P Bland  
388430**

7. **OVERVIEW AND SCRUTINY PANEL (ECONOMIC WELL-BEING) - PROJECT MANAGEMENT SELECT COMMITTEE**

Following a change to the Membership of the Panel, to appoint a representative to sit on the Select Committee.

**A Roberts  
388015**

8. **WORK PLAN** (Pages 41 - 42)

To consider a report on the work programmes of the Social and Economic Well-Being Overview and Scrutiny Panels.

**Democratic Services  
388004**

9. **OVERVIEW AND SCRUTINY (ENVIRONMENTAL WELL-BEING) - PROGRESS** (Pages 43 - 46)

To consider a report detailing progress on the Panel's activities.

**Democratic Services  
388004**

10. **SCRUTINY**

To scrutinise decisions taken since the last meeting as set out in the Decision Digest and to raise any other matters for scrutiny that fall within the remit of the Panel **(TO FOLLOW)**.

Dated this 27th day of January 2015



Head of Paid Service

**Notes**

**1. Disclosable Pecuniary Interests**

(1) *Members are required to declare any disclosable pecuniary interests and unless you have obtained dispensation, cannot discuss or vote on the matter at the meeting and must also leave the room whilst the matter is being debated or voted on.*

(2) *A Member has a disclosable pecuniary interest if it -*

*(a) relates to you, or*

*(b) is an interest of -*

*(i) your spouse or civil partner; or*

*(ii) a person with whom you are living as husband and wife; or*

*(iii) a person with whom you are living as if you were civil partners*

*and you are aware that the other person has the interest.*

(3) *Disclosable pecuniary interests includes -*

- (a) *any employment or profession carried out for profit or gain;*
- (b) *any financial benefit received by the Member in respect of expenses incurred carrying out his or her duties as a Member (except from the Council);*
- (c) *any current contracts with the Council;*
- (d) *any beneficial interest in land/property within the Council's area;*
- (e) *any licence for a month or longer to occupy land in the Council's area;*
- (f) *any tenancy where the Council is landlord and the Member (or person in (2)(b) above) has a beneficial interest; or*
- (g) *a beneficial interest (above the specified level) in the shares of any body which has a place of business or land in the Council's area.*

### **Non-Statutory Disclosable Interests**

(4) *If a Member has a non-statutory disclosable interest then you are required to declare that interest, but may remain to discuss and vote providing you do not breach the overall Nolan principles.*

(5) *A Member has a non-statutory disclosable interest where -*

- (a) *a decision in relation to the business being considered might reasonably be regarded as affecting the well-being or financial standing of you or a member of your family or a person with whom you have a close association to a greater extent than it would affect the majority of the council tax payers, rate payers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the authority's administrative area, or*
- (b) *it relates to or is likely to affect a disclosable pecuniary interest, but in respect of a member of your family (other than specified in (2)(b) above) or a person with whom you have a close association, or*
- (c) *it relates to or is likely to affect any body –*
  - (i) *exercising functions of a public nature; or*
  - (ii) *directed to charitable purposes; or*
  - (iii) *one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a Member or in a position of control or management.*

*and that interest is not a disclosable pecuniary interest.*

## **2. Filming, Photography and Recording at Council Meetings**

*The District Council supports the principles of openness and transparency in its decision making and permits filming, recording and the taking of photographs at its meetings that are open to the public. It also welcomes the use of social networking and micro-blogging websites (such as Twitter and Facebook) to communicate with people about what is happening at meetings. Arrangements for these activities should operate in accordance with guidelines agreed by the Council and available via the following link [filming, photography and recording at council meetings.pdf](#) or on request from the Democratic Services Team. The Council understands that some members of the public attending its meetings may not wish to be filmed. The Chairman of the meeting will facilitate this preference by ensuring that any such request not to be recorded is respected.*

**Please contact Democratic Services Team, Tel No. 01480 388234/e-mail Claire.Bulman@huntingdonshire.gov.uk if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any decision taken by the Committee/Panel.**

**Specific enquiries with regard to items on the Agenda should be directed towards the Contact Officer.**

**Members of the public are welcome to attend this meeting as observers except during**

**consideration of confidential or exempt items of business.**

Agenda and enclosures can be viewed on the District Council's website –  
[www.huntingdonshire.gov.uk](http://www.huntingdonshire.gov.uk) (*under Councils and Democracy*).

If you would like a translation of Agenda/Minutes/Reports or would like a large text version or an audio version please contact the Elections & Democratic Services Manager and we will try to accommodate your needs.

***Emergency Procedure***

*In the event of the fire alarm being sounded and on the instruction of the Meeting Administrator, all attendees are requested to vacate the building via the closest emergency exit.*

## HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the OVERVIEW AND SCRUTINY PANEL (ENVIRONMENTAL WELL-BEING) held in Civic Suite 0.1A, Pathfinder House, St Mary's Street, Huntingdon, Cambs, PE29 3TN on Tuesday, 9 December 2014.

PRESENT: Councillor G J Bull – Chairman.

Councillors M G Baker, I C Bates,  
Mrs B E Boddington, J W Davies, D A Giles,  
G J Harlock, B Hyland, Ms L Kadic and  
R J West.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors Mrs A D Curtis and M C Oliver.

IN ATTENDANCE: Councillor D M Tysoe.

### **46. MINUTES**

The Minutes of the meeting of the Panel held on 11th November 2014 were approved as a correct record and signed by the Chairman.

### **47. MEMBERS' INTERESTS**

No declarations of interest were received.

### **48. NOTICE OF KEY EXECUTIVE DECISIONS**

The Notice of Key Executive Decisions which was published on 12th November 2014 was received and noted. Members were advised that the reports entitled 'Huntingdonshire Infrastructure Business Plan' and 'Local Plan to 2036 – Proposed Submission' had been delayed to June 2015.

The Chairman also reported that responsibility for car parking had recently been transferred to Councillor R B Howe, Executive Councillor for Commercial Activities.

### **49. ENERGY MANAGEMENT PLAN**

*(Councillor D M Tysoe, Executive Councillor for Operations and Environment was in attendance for this item).*

With the assistance of a report by the Environment Team Leader (a copy of which is appended in the Minute Book), the Panel has received an update of the energy and cost savings which have been achieved through the Council's Carbon Management Plan since its adoption in 2009.

Following a brief introduction by the Executive Councillor, the Panel

were informed that the Carbon Management Plan had encouraged a rigorous approach to energy management by the Council which had resulted in the implementation of a number of initiatives, saving the Council an estimated £55,000 per annum. Members were advised that over the lifespan of Plan, the Authority had reduced its carbon emissions by 17.4% and its overall energy consumption by 10% (an average of 2% per annum). This was set against the normal expectations of a 3% rise per annum. It was also reported that the Council's Corporate Plan for 2014 to 2016 had set a target for a year on year reduction of 2% and consideration now needed to be given to the best means of achieving this.

Members have been advised of plans to enter into a partnership with the County Council, Greater London Authority and Local Partnerships to access the RE:FIT procurement framework to assist with the identification and implementation of further energy saving measures. This would enable the Council to commission free desk top energy assessments of the nine main sites and to explore commissioning Investment Grade Proposals, where a business case for energy reduction is identified by the assessment.

In considering the contents of the report and the reductions which the Council had made in its carbon emissions during the last 5 years, Members have asked about the original targets which were set in the Carbon Management Plan. The Panel were informed that although the Authority had not achieved the original targets (a 30% reduction over a 5 year period), this was extremely challenging target and had not been achieved by any of the 50 local authorities who had been asked to achieve it.

With regard to the proposal to access the RE:FIT procurement framework, Members have been advised that the framework forms part of the Mobilising Local Energy Investment (MLEI) initiative and of the objectives of this wider initiative. Clarification was also provided as to the financial mechanism that would be set up as part of the MLEI project to enable the alignment of private sector and public sector investment into low carbon energy infrastructure.

The Panel has discussed the costs associated with the RE:FIT programme and has noted there would be a charge in the region of £1,000 - £4,000 for the preparation of a full Investment Grade Proposal. These costs would be recovered by the partner provider from the savings achieved by the Council in the first year. If the Council wished to progress further an upfront capital investment would be required.

In response to a question from a Member, the Environment Team Leader was asked to circulate an update on the Green Deal Home Improvement Fund which had been re-launched this week. Members were also advised that the £7.8m funding which had been secured from the 'Green Deal Communities Fund' for solid wall installation in Cambridgeshire did not now have to be spent until 30th September 2015 which would give the Council more time to actively promote the scheme to residents and secure sign-up.

RESOLVED

- (a) that the recommendations within the report now submitted be endorsed; and
- (b) that further updates on progress made with the identification and procurement of future projects through the RE:FIT procurement framework be presented to future meetings of the Panel in due course.

At the conclusion of this item, the Executive Councillor for Operations and Environment took the opportunity to explain that he would be giving an update on his vision for the future direction of the Green Spaces service in the context of the zero based budgeting exercise, the facing the future programme and future Government financial settlements at the forthcoming Council meeting.

## **50. HUNTINGDONSHIRE DESIGN GUIDE SUPPLEMENTARY PLANNING DOCUMENT**

The Panel received a presentation from the Planning Policy Manager and the Urban Design, Trees and Landscape Team Leader which provided Members with a preview of the new Huntingdonshire Design Guide Supplementary Planning Document (SPD).

By way of introduction, the Panel were reminded that the need to update the existing Guide had been identified following a review by the Panel of the design principles for future developments. Members were informed that the new Design Guide SPD would be viewed primarily online and provide a useful tool for Members in the planning process. A six week public consultation on the Huntingdonshire Design Guide would take place between 9th and 20th February 2015 and the Panel would have a further opportunity to make comments at this time.

Having congratulated Officers on the presentation of the document and welcomed the use of 'Plain English' within it, Panel Members were then given the opportunity to ask questions on the contents of the presentation. In response to which, Members were advised that the new Design Guide would directly comply with National Planning Policy Guidance and align with the other documents currently being produced by the District Council's Planning Team (i.e. the Council's Tree Strategy).

In terms of the contents of the Design Guide itself, Members expressed disappointment that some of the examples of good practice provided had been taken from outside of the District and emphasised the need to be consistent when referencing examples of good and bad practice throughout the Guide. The Panel also discussed the need to ensure that the statements made with regard to on-street parking within the Guide were supported by the County Council as the Highways Authority. Having been advised that the County Council would be a consultee to the document, Members were informed that it would be possible to make these points to them directly. It was hoped that the new guide would help to influence the County Council to impose requirements which were consistent with the new SPD and thus improve the design quality of new

developments.

The Panel also discussed the continuing impact of on-street parking and the lack of private parking on the overall visual amenity of new developments. It was acknowledged that this remained a difficulty which needed to be overcome. A Member welcomed the inclusion of a minimum size for garages within the Guide.

With regard to the forthcoming public consultation and in response to a question by a Member, the Panel discussed the expectations of this exercise and emphasised the need to promote the consultation and the need for feedback to members of the public. Members were advised that the use of a website based tool provided a number of opportunities to engage feedback from the public.

Finally and having been advised of the timetable for the adoption of the Guide as an SPD in March 2015, Members emphasised the importance of achieving a robust and sound document notwithstanding the timescale for its approval.

**51. OVERVIEW AND SCRUTINY PANEL (ECONOMIC WELL-BEING) - PROJECT MANAGEMENT SELECT COMMITTEE**

RESOLVED

that Councillors G J Harlock, B Hyland and R J West be appointed to the Select Committee established by the Overview and Scrutiny Panel (Economic Well-Being) to carry out investigations into project management.

**52. WORK PLAN**

The Panel received and noted a report (a copy of which is appended in the Minute Book), which contained details of studies being undertaken by the Overview and Scrutiny Panels for Social Well-Being and Economic Well-Being.

**53. OVERVIEW AND SCRUTINY (ENVIRONMENTAL WELL-BEING) - PROGRESS**

With the assistance of a report by the Democratic Services Team (a copy of which is appended in the Minute Book) the Panel reviewed the progress of its activities since the last meeting.

With regard to the Panel's working groups, it was reported that a meeting of the Tree Strategy Working Group would be held on 14th January 2014 and that the survey work to inform the review of waste collection policies would commence in the new year. A meeting of the Flood Prevention Working Group would be convened once the draft water and flooding Supplementary Planning Document for Cambridgeshire was available.

On the proposed study of Litter policies and practices, Councillor D A Giles enquired whether it would be possible to arrange a meeting of this working group early in January 2015. Members were informed that Councillor R C Carter had also expressed an interest in joining



this group.

In terms of the Licensing Service, it was reported that the Cabinet had held informal discussions on the Council's general enforcement with the Corporate Management Team. The Chairman undertook to raise the matter with the Corporate Director (Delivery).

**54. SCRUTINY**

The Panel received and noted the latest edition of the Decision Digest (a copy of which is appended in the Minute Book). In so doing, Members requested an update on the current position with regard to the injunction order which has been secured under the Town and Country Planning Act 1990 to prevent any further works to the Manor Farmhouse, 15 High Street, Spaldwick.

Chairman

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**NOTICE OF EXECUTIVE KEY DECISIONS INCLUDING THOSE TO BE CONSIDERED IN PRIVATE**

**Prepared by** Councillor J D Ablewhite  
**Date of Publication:** 15 January 2015  
**For Period:** 3 February 2015 to 31 May 2015

Membership of the Cabinet is as follows:-

Councillor J D Ablewhite	- Executive Leader of the Council	3 Pettis Road St. Ives Huntingdon PE27 6SR Tel: 01480 466941 E-mail: <a href="mailto:Jason.Ablewhite@huntingdonshire.gov.uk">Jason.Ablewhite@huntingdonshire.gov.uk</a>
Councillor S Cawley	- Executive Councillor for Organisational Change and Development	6 Levers Water Huntingdon PE29 6TH Tel: 01480 435188 E-mail: <a href="mailto:Stephen.Cawley@huntingdonshire.gov.uk">Stephen.Cawley@huntingdonshire.gov.uk</a>
Councillor B S Chapman	- Executive Councillor for Customer Services	6 Kipling Place St. Neots Huntingdon PE19 7RG Tel: 01480 212540 E-mail: <a href="mailto:Barry.Chapman@huntingdonshire.gov.uk">Barry.Chapman@huntingdonshire.gov.uk</a>
Councillor D B Dew	- Executive Councillor for Strategic Planning & Housing	4 Weir Road Hemingford Grey Huntingdon PE28 9EH Tel: 01480 469814 E-mail: <a href="mailto:Douglas.Dew@huntingdonshire.gov.uk">Douglas.Dew@huntingdonshire.gov.uk</a>
Councillor J A Gray	- Executive Councillor for Resources	Vine Cottage 2 Station Road Catworth PE28 OPE Tel: 01480 861941 E-mail: <a href="mailto:Jonathan.Gray@huntingdonshire.gov.uk">Jonathan.Gray@huntingdonshire.gov.uk</a>

<p>Councillor R B Howe</p> <p>- Executive Councillor for Commercial Activities</p>	<p>The Old Barn High Street Upwood Huntingdon PE26 2QE</p> <p>Tel: 01487 814393      E-mail: <a href="mailto:Robin.Howe@huntingdonshire.gov.uk">Robin.Howe@huntingdonshire.gov.uk</a></p>
<p>Councillor T D Sanderson</p> <p>- Executive Councillor for Strategic Economic Development and Legal</p>	<p>29 Burmoor Close Stukeley Meadows Huntingdon PE29 6GE</p> <p>Tel: 01480 412135      E-mail: <a href="mailto:Tom.Sanderson@huntingdonshire.gov.uk">Tom.Sanderson@huntingdonshire.gov.uk</a></p>
<p>Councillor D M Tysoe</p> <p>- Executive Councillor for Operations &amp; Environment</p>	<p>Grove Cottage Maltings Lane Ellington Huntingdon PE28 0AA</p> <p>Tel: 01480 388310      E-mail: <a href="mailto:Darren.Tysoe@huntingdonshire.gov.uk">Darren.Tysoe@huntingdonshire.gov.uk</a></p>

Notice is hereby given of:

- Key decisions that will be taken by the Cabinet (or other decision maker)
- Confidential or exempt executive decisions that will be taken in a meeting from which the public will be excluded (for whole or part).

A notice/agenda together with reports and supporting documents for each meeting will be published at least five working days before the date of the meeting. In order to enquire about the availability of documents and subject to any restrictions on their disclosure, copies may be requested by contacting the Democratic Services Team on 01480 388008 or E-mail [Democratic.Services@huntingdonshire.gov.uk](mailto:Democratic.Services@huntingdonshire.gov.uk).

Agendas may be accessed electronically at [www.huntingdonshire.gov.uk](http://www.huntingdonshire.gov.uk).

Formal notice is hereby given under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that, where indicated part of the meetings listed in this notice will be held in private because the agenda and reports for the meeting will contain confidential or exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it. See the relevant paragraphs below.

Any person who wishes to make representations to the decision maker about a decision which is to be made or wishes to object to an item being considered in private may do so by emailing [Democratic.Services@huntingdonshire.gov.uk](mailto:Democratic.Services@huntingdonshire.gov.uk) or by contacting the Democratic Services Team. If representations are received at least eight working days before the date of the meeting, they will be published with the agenda together with a statement of the District Council's response. Any representations received after this time will be verbally reported and considered at the meeting.

**Paragraphs of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) (Reason for the report to be considered in private)**

1. Information relating to any individual
2. Information which is likely to reveal the identity of an individual
3. Information relating to the Financial and Business Affairs of any particular person (including the Authority holding that information)

4. Information relating to any consultations or negotiations or contemplated consultations or negotiations in connection with any labour relations that are arising between the Authority or a Minister of the Crown and employees of or office holders under the Authority
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings
6. Information which reveals that the Authority proposes:-
  - (a) To give under any announcement a notice under or by virtue of which requirements are imposed on a person; or
  - (b) To make an Order or Direction under any enactment
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

Huntingdonshire District Council  
 Pathfinder House  
 St Mary's Street  
 Huntingdon PE29 3TN.

Notes:- (i) Additions changes from the previous Forward Plan are annotated \*\*\*

(ii) Part II confidential items which will be considered in private are annotated ## and shown in italic.

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Reasons for the report to be considered in private.	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
9 Review of Safer Homes Scheme Funding	Cabinet	12 Feb 2015		Trish Reed, Housing Strategy Manager Tel No. 01480 388203 or email Trish.Reed@huntingdonshire.gov.uk		D B Dew	Social Well-Being
Treasury Management Strategy 2015//2016	Cabinet	12 Feb 2015		Clive Mason, Head of Resources Tel No 01480 388157 or email Clive.Mason@huntingdonshire.gov.uk		J A Gray	Economic Well-Being
Final 2015/2016 Budget and MTF5	Cabinet	12 Feb 2015		Clive Mason, Head of Resources Tel No 01480 388157 or email Clive.Mason@huntingdonshire.gov.uk		J A Gray	Economic Well-Being

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Reasons for the report to be considered in private	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Rebate for Clothing & Shoe Bank Collections	Cabinet	12 Feb 2015		Eric Kendall, Head of Operations Tel No. 01480 388635 or email Eric.Kendall@huntingdonshire.gov.uk		D M Tysoe	Environmental Well-Being
Huntingdonshire Design Guide Supplementary Planning Document	Cabinet	19 Mar 2015	Draft Supplementary Planning Document	Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 or email Paul.Bland@huntingdonshire.gov.uk		D B Dew	Environmental Well-Being
Estate Strategy##	Cabinet	23 Apr 2015		Colin Luscombe, Estates Strategic Assessment Tel No 01480 387086 or email Colin.Luscombe@huntingdonshire.gov.uk		J A Gray	Economic Well-Being
A14 Joint Local Impact Report, Statement of Common Ground and Environmental Impact Assessment matters	Cabinet	18 Jun 2015	Environmental Impact Assessment	Paul Bland, Planning Service Manager (Policy) Tel No 01480 388430 or email Paul.Bland@huntingdonshire.gov.uk		D B Dew	Environmental Well-Being
Huntingdonshire Infrastructure Business Plan	Cabinet	18 Jun 2015	Draft Infrastructure Plan	Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 or email Paul.Bland@huntingdonshire.gov.uk		D B Dew	Environmental Well-Being

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Reasons for the report to be considered in private	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Local Plan to 2036 - Proposed Submission	Cabinet	18 Jun 2015	Submission - Draft Local Plan	Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 or email Paul.Bland@huntingdonshire.gov.uk		D B Dew	Environmental Well-Being
CPE - Civil Parking Enforcements	Cabinet			Eric Kendall, Head of Operations Tel No. 01480 388635 or email Eric.Kendal@huntingdonshire.gov.uk		R B Howe	Environmental Well-Being
ECML Crossing Closures	Cabinet			Paul Bland, Planning Service Manager (Policy) Tel No 01480 388430 or email Paul.Bland@huntingdonshire.gov.uk		D B Dew	Environmental Well-Being

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## HUNTINGDONSHIRE DISTRICT COUNCIL

<b>Title/Subject Matter:</b>	Local Plan to 2036 – Targeted Consultation
<b>Meeting/Date:</b>	Overview and Scrutiny – Environmental Well-Being 4 February 2015
<b>Executive Portfolio:</b>	Cllr Doug Dew, Executive Councillor for Planning and Housing Strategy
<b>Report by:</b>	Planning Service Manager (Policy)
<b>Ward(s) affected:</b>	All

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### **Executive Summary:**

A targeted consultation on the Stage 4 draft Local Plan to 2036 will run for 8 weeks from 23<sup>rd</sup> January to 20<sup>th</sup> March 2015. It is targeted to Town and Parish Councils, District and relevant County Members, key duty to cooperate stakeholders, and owners and agents for land proposed for development in the plan. This is intended to be the final phase of non-statutory consultation undertaken during the preparation of the draft Local Plan.

Following the targeted consultation the Local Plan will be finalised for statutory pre-submission consultation in the summer, followed by formal submission at the end of the year to the Secretary of State / Planning Inspectorate for examination in public.

### **Recommendation(s):**

Members are recommended to note:

- 1) The dates for the targeted consultation are 23 January to 20 March 2015.
- 2) The opportunity for any Member to submit individual representations through the Objective consultation system.

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## 1. WHAT IS THIS REPORT ABOUT?

- 1.1 The draft Local Plan to 2036 has been published for a targeted consultation between 23 January and 20 March. This is the beginning of Stage 4 of the Local Plan preparation process. Invited participants include all Town and Parish Councils, District and relevant County Members, key duty to cooperate stakeholders, owners and agents for land proposed for development.
- 1.2 This report provides a summary of the key issues raised during the last round of full public consultation and explains progress made since then. It also explains the future timetable and production processes for the Local Plan.

## 2. BACKGROUND

- 2.1 The Stage 3 draft Local Plan was published for full public consultation from May to July 2013. Eight drop-in sessions were attended by over 520 people and some 1,500 responses received. Further consultation was held in December 2013 on new sites submitted for potential development during the summer consultation.
- 2.2 Key issues raised concerned flexibility in the strategy, availability and impact of infrastructure, limited development opportunities in service centres and small settlements and numerous issues concerning individual sites.
- 2.3 The draft Local Plan to 2036 has been substantially rewritten since the previous Stage 3 consultation document. It now reflects the new Corporate Plan and Economic Growth Plan. It is also closely tied in with the County Council's Long Term Transport Strategy which identifies key transport requirements to deliver the Local Plan's growth strategy. Progress has also been made on delivering all three strategic expansion locations (at Alconbury Weald, St Neots East and Wyton on the Hill).

## 3. LOCAL PLAN TO 2036: TARGETED CONSULTATION 2015

- 3.1 The current draft Local Plan to 2036 targeted consultation document is intended to anchor the last phase of non-statutory engagement. The purpose of the targeted consultation is to give organisations and individuals with a particular interest in the Local Plan to 2036 an opportunity to freely discuss and make further comments on the contents of the document without the constraints imposed by the formal statutory engagement processes.
- 3.2 A briefing was presented to all District Council Members on 17 December 2014, prior to the Full Council meeting. The targeted consultation started on 23 January 2015 and will run to 20 March 2015. Town and Parish Councils have been invited to two seminars held on 26<sup>th</sup> January and 2<sup>nd</sup> February; environmental organisations, developers and owners of potential site allocations have been invited to a separate seminar on 4<sup>th</sup> February.
- 3.3 The targeted consultation version of the Local Plan is arranged in four sections:

Section	Issues addressed
Section A: Introduction	National and local context District portrait Key planning issues
Section B: The Strategy for Sustainable Growth	Key influences, vision and objectives Development strategy

	Policies to promote strong communities Policies on infrastructure and delivery
Section C: Development Management	Detailed policy guidance on design, economy and environment issues
Section D: Allocations	69 proposed site allocations to deliver the development strategy

#### 4. FUTURE TIMETABLE AND PROCESSES

4.1 The next stage for the Local Plan to 2036 is preparation of the formal proposed submission document. The intention is to present this to Cabinet in June 2015, subject to the volume of responses on the targeted consultation and finalisation of supporting evidence. The proposed submission Local Plan will then be published for a six week statutory consultation.

4.2 The proposed submission consultation will be different from the previous consultations in that representations at this stage are sought on issues of legal compliance and 'soundness'. Legal compliance requires the Local Plan to adhere to the National Planning Policy Framework and all relevant Acts. The tests of soundness reflect the requirement for the Local Plan to be:

- **Positively Prepared:** based on a strategy that seeks to meet objectively assessed development and infrastructure requirements
- **Justified:** the strategy is the most appropriate one when considered against reasonable alternatives, based on proportionate evidence
- **Effective:** deliverable over its period based on effective joint working on cross-boundary strategic priorities
- **Consistent:** with national policy enabling the delivery of sustainable development

4.3 After this the Council will produce a submission version of the Local Plan and will submit this, along with all representations received on the proposed submission document to the Planning Inspectorate for independent examination. Submission is targeted for the end of 2015.

4.4 Once the Local Plan is submitted for examination the timetable is controlled by the Inspector. It is likely that hearings would start in spring 2016 and the Inspector's report published in autumn 2016 unless the Inspector requests additional work and a further round of hearings.

#### 5. RECOMMENDED DECISIONS

5.1 Members are recommended to note:

- 1) The dates for the targeted consultation are 23 January to 20 March 2015
- 2) The opportunity for any Member to submit individual representations through the Objective consultation system.

#### BACKGROUND PAPERS

Huntingdonshire's Local Plan to 2036: Targeted Consultation 2015 (January 2015)  
Huntingdonshire's Draft Local Plan to 2036: Stage 3 Consultation (May 2013)

#### CONTACT OFFICER

Paul Bland, Planning Services Manager (Policy) tel 01480 388430  
Clare Bond, Planning Policy Team Leader tel 01480 388435.

Public  
Key Decision - No

## HUNTINGDONSHIRE DISTRICT COUNCIL

**Title/Subject Matter:** Corporate Plan – Performance Report

**Meeting/Date:** O&S Social Well-being, 3 February 2015  
O&S Environmental Well-being 4 February 2015  
O&S Economic Well-being, 5 February 2015  
Cabinet, 12 February 2015

**Executive Portfolio:** Executive Leader and all other relevant Portfolio Holders

**Report by:** Corporate Team Manager

**Ward(s) affected:** All

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### Executive Summary:

The purpose of this report is to brief Members on progress against the key activities identified in the Council's Corporate Plan for 2014/15 for the period 1st October to 31st December 2014.

Each of the Corporate Plan's strategic themes have been allocated to an Overview and Scrutiny Panel, as follows:

Social Well-being	1. Working with our communities
Economic Well-being	1. A strong local economy 2. Ensuring we are a customer focused and service-led Council
Environmental Well-being	1. Enable sustainable growth

### Recommendation(s):

Members are recommended to consider and comment on progress made against key activities and performance data in the Corporate Plan.

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## **1. PURPOSE**

- 1.1 The purpose of this report is to present performance management information on the Council's Corporate Plan for 2014/15.

## **2. BACKGROUND**

- 2.1 The Council's Corporate Plan was adopted by Council in April 2014. This is a two year plan and outlines its own priorities and its role in supporting the shared ambition for Huntingdonshire. The plan sets out what the Council aims to achieve in addition to our core statutory services.

## **3. PERFORMANCE MANAGEMENT**

- 3.1 Members of the Overview & Scrutiny Panels have an important role in the Council's Performance Management Framework and the process of regular review of performance data has been established. It is intended that Members should concentrate their monitoring on the strategic themes and associated objectives to enable them to adopt a strategic overview while building confidence that the Council's priorities are being achieved
- 3.2 Progress against Corporate Plan objectives is reported to Chief Officers Management Team quarterly on a service by service basis. A progress report from each Division includes performance data in the form of a narrative of achievement against each Key Action in the Corporate Plan and progress for each Performance Indicator those services contribute towards.
- 3.3 Overview and Scrutiny Panels will receive the appropriate quarterly performance reports, ordered by strategic theme. These will include performance data in the form of a narrative of achievement against each Key Action in the Corporate Plan and progress for each relevant Performance Indicator within each theme.
- 3.4 The Performance Indicator data has been collected in accordance with the procedures identified in the service area data measure template.
- 3.5 Cabinet will receive a quarterly performance report for each of the Corporate Plan strategic themes including all performance indicator data.

## **BACKGROUND INFORMATION**

Corporate Plan 2014/15

## **CONTACT OFFICER**

Adrian Dobbyne, Corporate Team Manager

( (01480) 388100

**CORPORATE PLAN – PERFORMANCE REPORT**  
**STRATEGIC THEME - ENABLE SUSTAINABLE GROWTH**

Period October to December 2014

**Summary of progress for Key Actions**

<b>G</b>	Progress is on track	<b>A</b>	Progress is within acceptable variance	<b>R</b>	Progress is behind schedule	?	Awaiting update	progress	n/a	Not applicable to state progress
	2		6		1		0			0

Target dates do not necessarily reflect the final completion date. The date given may reflect the next milestone to be reached.

**Summary of progress for Corporate Indicators**

<b>G</b>	Progress is on track	<b>A</b>	Progress is within acceptable variance	<b>R</b>	Progress is behind schedule	?	Awaiting update	progress	n/a	Not applicable to state progress
	2		2		3		0			1

**WE WANT TO: Improve the supply of new and affordable housing to meet future needs**

Status	Key Actions for 2014/15	Target date	Portfolio Holder	Head of Service	Progress Update
<b>A</b>	Invest in initiatives that will deliver affordable housing	Ongoing	Cllr Dew	Andy Moffat	Q3 Scope for targeted action being discussed across directorate. O&S Study Group also exploring. Andy Moffat /Jo Emerton to complete. QC advice relating to the potential loan to Luminus has been obtained. Due diligence continues. Q2 The potential Council loan to Luminus for extra care in St Ives is progressing through due diligence.
<b>A</b>	Implement action plan to adopt a Local Plan 2036	Submission of Draft to Cabinet in Nov 2014	Cllr Dew	Andy Moffat	Q3 Planning Policy: Targeted consultation scheduled to start for an 8 week period on the 23 <sup>rd</sup> January 2015. To avoid the purdah period, the Stage 4 Submission Draft Local Plan is now expected to be taken to Cabinet in June 2015. Q2 Planning Policy: Further to discussions with the leadership, a further round of targeted consultation, including town/parish councils, is to take place from January 2015. The Stage 4 Submission Draft Local Plan is therefore now expected to be taken to Cabinet in April 2015.



Status	Key Actions for 2014/15	Target date	Portfolio Holder	Head of Service	Progress Update
A	Facilitate delivery of new housing on the large strategic sites at: Alconbury, St Neots and Wyton	Ongoing	Cllr Dew	Andy Moffat	<p>Q3 Development Management, Planning Policy, Economic Development and Housing Strategy:</p> <p>Alconbury Weald – Further conditions submission received. First reserved matters application for infrastructure to support delivery of the new primary school also received.</p> <p>St Neots – Wintringham Park viability submissions still being considered. Loves Farm Phase 2 viability submissions are still awaited.</p> <p>Wyton – Crest Nicholson was selected by DIO to take forward the redevelopment of Wyton airfield. Officers have met with Crest and a seminar for selected District and County Councillors, and Town and Parish Councillors that surround the site is planned for 21<sup>st</sup> January 2015.</p> <p>Q2 Development Management, Planning Policy, Economic Development and Housing Strategy:</p> <p>Alconbury Weald – S.106 completed and outline planning permission has been granted. The first conditions submissions have already been received.</p> <p>St Neots – First stage of Loves Farm Phase 2 was considered by the Development Management Panel in July. Wintringham Park viability submissions are being considered. Loves Farm Phase 2 viability submissions are awaited.</p> <p>Wyton – A document summarising the initial consultation events with Councillors has been circulated to Members and Town and Parish Councils surrounding the Wyton site. Defence Infrastructure Organisation (DIO) are assessing the final submissions from the two potential developers. We expect to be notified which developer will be appointed to lead the development of Wyton airfield shortly after the decision is made on 20<sup>th</sup> October.</p>
G	Negotiate the provision of new affordable housing on all relevant sites	Ongoing	Cllr Dew	Andy Moffat	<p>Q3 Housing Strategy</p> <p>As Q2, although government policy has now changed which prevents the Council from being able to require affordable housing</p>

Status	Key Actions for 2014/15	Target date	Portfolio Holder	Head of Service	Progress Update
					on any scheme of 10 or less dwellings, which will impact on the delivery rate. Q2 Housing Strategy: <i>Affordable housing is being negotiated where relevant in line with the Local Plan policy and viability of sites.</i>
<b>G</b>	Review council assets to identify which could be used to facilitate affordable housing		Cllr Dew	Andy Moffat	Q3 Housing Strategy The design of homes on Hermitage Road is being progressed with officers. The pre-contract enquiries, draft contract and transfer agreements have been sent to the housing association's solicitors. Q2 Housing Strategy : The sale of Hermitage Road Earith is being progressed by Estates and Legal. BPHA (the Housing Association that has acquired the site) have designed a scheme and consulted Planning colleagues before further consultation with the Parish Council.

**WE WANT TO: Develop sustainable growth opportunities in and around our market towns**

Status	Key Actions for 2014/15	Target date	Portfolio Holder	Head of Service	Progress Update
<b>A</b>	Devise a programme to develop and implement planning and development frameworks and master-plans for Local Plan site allocations		Cllr Dew	Andy Moffat	Q3 As Q2 except Submission Draft is now expected to be in June 2015. Q2 Planning Policy: The programme will be finalised prior to the consideration of the Submission Draft Local Plan (Stage 4) by Cabinet which, as stated above, is now expected to be in April 2015.
<b>A</b>	Develop town centre improvement strategies and action plans in the market towns		Cllr Dew	Andy Moffat	Q3 Planning Policy: As Q2 Q2 Planning Policy: Staff resources are being deployed on the Local Plan. Initial scoping for St Neots was presented to ELSG and it was agreed that further detailed scoping for improvements to St Neots town centre and environs would commence in early 2015.

**WE WANT TO: Enhance our built and green environment**

Status	Key Actions for 2014/15	Target date	Portfolio Holder	Head of Service	Progress Update
<b>R</b>	Update the 'Buildings at Risk' register		Cllr Dew	Andy Moffat	Q3 As Q2 below. Q2 Planning Policy: Vacancies and an increasing workload, including enforcement

Status	Key Actions for 2014/15	Target date	Portfolio Holder	Head of Service	Progress Update
					matters, in Conservation mean that the update to the 2011 register will not start until early 2015 at the earliest.
A	Complete the updated Design Guide, setting out the council's requirements of new development	October 2014	Cllr Dew	Andy Moffat	<p>Q3 Planning Policy: The desire to produce an interactive, digital version of the Design Guide and present this to O&amp;S (Environmental Well-Being) means it is now scheduled for Spring 2015 prior to consultation.</p> <p>Q2 Planning Policy: The Design Guide is due to be presented to O&amp;S (Environmental Well-Being) in December prior to consultation in the new year.</p>

## Corporate Performance and Contextual Indicators

### Key to status

<b>G</b>	Progress is on track	<b>A</b>	Progress is within acceptable variance	<b>R</b>	Progress is behind schedule	?	Awaiting update	progress	n/a	Not applicable to state progress
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Performance Indicator	Full Year 2013/14 Performance	Quarter 3 2013/14 Cumulative Performance	Quarter 3 2014/15 Cumulative Target	Quarter 3 2014/15 Cumulative Performance	Quarter 3 2014/15 Cumulative Status	Annual 2014/15 Target	Forecast Outturn 2014/15 Performance	Predicted Outturn 2014/15 Status
Number of affordable homes delivered gross  Aim to maximise	41	28	246	94	<b>R</b>	328	130	<b>R</b>
Comment: (Development) <i>The target of 328/year (82/quarter) is based on the Strategic Housing Market Assessment identified need of 8188 homes over the local plan (25 years). This would only be achieved if 39% of all new dwellings built over the Local Plan period are affordable which, having regard to current viability, will not be achieved. The target of 130 is realistic, a stretched target and likely to be achievable.</i>								
Net additional homes delivered  Aim to maximise					n/a			
Comment: (Development) <i>Figures available for whole year periods only</i>								
Number of unintentional priority homeless acceptances  Aim to minimise	167	116	140	167	<b>A</b>	190	210	<b>A</b>
Comment: (Customer Services) <i>The district is experiencing the same issues as other councils nationally seeing an increase in homelessness. As with the national picture, one of the main causes of this is decreased confidence in the private rented sector with the Housing Benefit system as a result of the welfare reform programme, leading to landlords ending tenancies where people are reliant on Housing Benefit. These households then have difficulties accessing other private rented tenancies and see the social rented sector via the council as the only viable tenure. The council continues to work proactively with households to prevent them reaching the crisis point of homelessness and up to the end of Q3 had successfully helped 142 households avoid homelessness. This was down slightly on the same period in the previous year (179 preventions) due to the reducing number of private rentals available to this client group.</i>								
Number of households living in temporary accommodation (including B&B)  Aim to minimise	100	76	100	95	<b>G</b>	100	100	<b>G</b>

Performance Indicator	Full Year 2013/14 Performance	Quarter 3 2013/14 Cumulative Performance	Quarter 3 2014/15 Cumulative Target	Quarter 3 2014/15 Cumulative Performance	Quarter 3 2014/15 Cumulative Status	Annual 2014/15 Target	Forecast Outturn 2014/15 Performance	Predicted Outturn 2014/15 Status
Comment: (Customer Services) Note: This is a snapshot of the number of households in temporary accommodation at the end of each quarter.								
Performance Indicator	Full Year 2013/14 Performance	Quarter 3 2013/14 Cumulative Performance	Quarter 3 2014/15 Cumulative Target	Quarter 3 2014/15 Cumulative Performance	Quarter 3 2014/15 Cumulative Status	Annual 2014/15 Target	Forecast Outturn 2014/15 Performance	Predicted Outturn 2014/15 Status
Number of families in B&B	16	8	15	14	G	10	10	G
Aim to minimise								
Comment: (Customer Services) Note: This is a snapshot of the number of households in temporary accommodation at the end of each quarter.								
Performance Indicator	Full Year 2013/14 Performance	Quarter 3 2013/14 Cumulative Performance	Quarter 3 2014/15 Cumulative Target	Quarter 3 2014/15 Cumulative Performance	Quarter 3 2014/15 Cumulative Status	Annual 2014/15 Target	Forecast Outturn 2014/15 Performance	Predicted Outturn 2014/15 Status
Processing of planning applications on target – Major (within 13 weeks)	66%	71%	60%	56%	A	60%	60%	A
Aim to maximise								
Comment: (Development) By October 2014, the development management team was once again fully staffed and a number of new team members are settling in and adjusting to their roles within the team. Delays in validating applications and the issuing of older/out of time applications continued to impact on performance figures in Q3. A plan is in place to ensure all applications will be validated within 1 week and older/out of time applications are determined before the end of the financial year. This planned, managed approach, which will ensure that the team will meet the nationally set performance targets from the 1 <sup>st</sup> April 2015, will mean that the percentage of applications determined within the prescribed periods is likely to continue to fall in Q4 before rising to meet these targets for 2015/16. Throughout this time resources have been directed to major applications.								
Performance Indicator	Full Year 2013/14 Performance	Quarter 3 2013/14 Cumulative Performance	Quarter 3 2014/15 Cumulative Target	Quarter 3 2014/15 Cumulative Performance	Quarter 3 2014/15 Cumulative Status	Annual 2014/15 Target	Forecast Outturn 2014/15 Performance	Predicted Outturn 2014/15 Status
Processing of planning applications on target – Minor (within 8 weeks)	65%	66%	65%	49%	R	65%	50%	R
Aim to maximise								
Comment: (Development) By October 2014, the development management team was once again fully staffed and a number of new team members are settling in and adjusting to their roles within the team. Delays in validating applications and the issuing of older/out of time applications continued to impact on performance figures in Q3. A plan is in place to ensure all applications will be validated within 1 week and older/out of time applications are determined before the end of the financial year. This planned, managed approach, which will ensure that the team will meet the nationally set performance targets from the 1 <sup>st</sup> April 2015, will mean that the percentage of applications determined within the prescribed periods is likely to continue to fall in Q4 before rising to meet these targets for 2015/16.								
Performance Indicator	Full Year 2013/14 Performance	Quarter 3 2013/14 Cumulative Performance	Quarter 3 2014/15 Cumulative Target	Quarter 3 2014/15 Cumulative Performance	Quarter 3 2014/15 Cumulative Status	Annual 2014/15 Target	Forecast Outturn 2014/15 Performance	Predicted Outturn 2014/15 Status
Processing of planning applications on target – other (within 8 weeks)	87%	87%	80%	68%	R	80%	68%	R

Performance Indicator	Full Year 2013/14 Performance	Quarter 3 2013/14 Cumulative Performance	Quarter 3 2014/15 Cumulative Target	Quarter 3 2014/15 Cumulative Performance	Quarter 3 2014/15 Cumulative Status	Annual 2014/15 Target	Forecast Outturn 2014/15 Performance	Predicted Outturn 2014/15 Status
Aim to maximise								
<p><i>Comment: (Development) By October 2014, the development management team was once again fully staffed and a number of new team members are settling in and adjusting to their roles within the team. Delays in validating applications and the issuing of older/out of time applications continued to impact on performance figures in Q3. A plan is in place to ensure all applications will be validated within 1 week and older/out of time applications are determined before the end of the financial year. This planned, managed approach, which will ensure that the team will meet the nationally set performance targets from the 1<sup>st</sup> April 2015, will mean that the percentage of applications determined within the prescribed periods is likely to continue to fall in Q4 before rising to meet these targets for 2015/16.</i></p>								

**Public**  
**Key Decision - No**

## HUNTINGDONSHIRE DISTRICT COUNCIL

**Title/Subject Matter:** Huntingdonshire Strategic Partnership – Growth and Infrastructure Thematic Group Annual Report

**Meeting/Date:** Overview and Scrutiny Panel (Environmental Wellbeing)  
4<sup>th</sup> February 2015

**Executive Portfolio:** Strategic Planning and Housing Strategy

**Report by:** Paul Bland, Planning Service Manager (Policy)

**Ward(s) affected:** All

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### **Executive Summary:**

The purpose of this report is to provide an annual update on the work of the Huntingdonshire Strategic Partnership – Growth and Infrastructure Thematic Group. The Group's role is to support and co-ordinate, as appropriate, the strategic growth and infrastructure development for Huntingdonshire and to act as Project Board for the delivery of the Infrastructure needs for the District to match projected growth as outlined in the Core Strategy / emerging Local Plan.

### **Recommendation(s):**

It is recommended that the report be noted.

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- 1. WHAT IS THIS REPORT ABOUT / PURPOSE?**
  - 1.1 The purpose of this report is to provide an update on the work of the Huntingdonshire Strategic Partnership – Growth and Infrastructure Thematic Group during the last calendar year, as requested by the Panel. The Group's current role is to support and co-ordinate, as appropriate, the strategic growth and infrastructure development for Huntingdonshire and to act as Project Board for the delivery of the Infrastructure needs for the District prioritised through the Infrastructure Business Plan (IBP) to match projected growth as outlined in the Core Strategy / emerging Local Plan, considering available funding streams, including the Community Infrastructure Levy (CIL) and S106.
- 2. WHY IS THIS REPORT NECESSARY / BACKGROUND**
  - 2.1 This report has been requested as part of the Panel's ongoing programme of scrutinising work areas within its remit.
- 3. THE ROLE OF THE HUNTINGDONSHIRE STRATEGIC PARTNERSHIP GROWTH AND INFRASTRUCTURE THEMATIC GROUP**
  - 3.1 The role of the Group is important as it provides a formal interface and discussion forum for all of the main physical infrastructure providers that have responsibilities within the District, including senior elected Members from the District Council and County Council. The Group makes informed recommendations on the prioritisation, in the short and medium term, and potential funding opportunities for capital projects. It also acts as a conduit for the expenditure of CIL receipts. All recommendations require full approval by Cabinet.
  - 3.2 The membership of the Group, which includes key infrastructure providers, was reported at the last annual update. The group cannot include all infrastructure providers but others are involved in infrastructure planning process, which supports the draft Local Plan.
  - 3.3 Following the last update, a representative of Town and Parish Councils was requested via Cambridgeshire and Peterborough Association of Local Councils (CAPALC). The nominated and elected representative was Paul McCloskey of Somersham Parish Council. The CAPALC engagement will be a valuable addition to the group and aide the Towns and Parishes in their considerations of how they spend their 'meaningful proportion'.
  - 3.4 In April 2013, the Community Infrastructure Levy Regulations 2010 were further amended. This introduced a requirement to pass a proportion of the CIL receipts from development within a parish to the parish council for that area – this is commonly referred to as the 'meaningful proportion'. The amount to be passed on is:
    - 15% of receipts where a neighbourhood development plan is not in place, with the level capped to a maximum of £100 per dwelling (adjusted by indexation) in the area per financial year
    - 25% of receipts where a neighbourhood development plan is in place
  - 3.5 At present there are no adopted neighbourhood development plans in Huntingdonshire. However, there are four currently underway as shown in the following table.

Town / Parish Council	Current Status of Neighbourhood Plan
Brampton	Area designated but not indication that plan will proceed at present.
Godmanchester	Consulting on designation of neighbourhood area
Houghton & Wyton	Proceeding to submission version
St Neots	At examination now.

3.6 The Group has led or influenced and supported the delivery of a range of strategic matters over the last year including:

- Infrastructure Planning to 2036
- Draft Local Plan and viability
- Cambridgeshire Long Term Transport Strategy
- A14 update
- Strategic Economic Plan (SEP) – Round 2 Bids
- Alconbury Weald strategic site
- Peterborough City Council Community Infrastructure Levy Draft Charging Schedule

3.7 The main areas of work over the last year have been in relation to the draft Local Plan and Infrastructure Planning to 2036. Due to the timetable of this work, the development of the next Infrastructure Business Plan, which comprehensively identifies, analyses, and prioritises the key infrastructure projects that need to be considered for delivery across the District in the period up to 2036, has been programmed to tie in with the draft Local Plan to 2036. The document is now due for consideration by Cabinet at their June meeting.

3.8 The link of this work to the Group's current Terms of Reference is detailed below in Table 1.

<b>Table 1: Huntingdonshire Strategic Partnership – Growth and Infrastructure Thematic Group – Terms of Reference, Actions and Comments</b>	
<b>Terms of Reference</b>	<b>Actions / Comments</b>
<p>To support and co-ordinate, as appropriate, the strategic growth and infrastructure development for Huntingdonshire, through the delivery of actions relating to key plans including the:</p> <ul style="list-style-type: none"> <li>• Core Strategy/ emerging Local Plan and associated planning documents and briefs</li> <li>• Local Transport Plan and associated strategies</li> <li>• Housing Strategy</li> <li>• Local Economy Strategy</li> <li>• Environment Strategy</li> <li>• LEP Strategy</li> </ul>	<p>As noted above, members of the Group have been involved in the preparation and co-ordination of a range of key plans supporting economic growth and infrastructure delivery.</p>
<p>To act as Project Board for the delivery of the Infrastructure needs for the District to match projected growth as outlined in the Core Strategy / emerging Local Plan</p>	<p>As development projects and particularly strategic planning applications have arisen, the Group has supported the identification of key infrastructure projects that need to be developed and resourced</p>

	<p>in a co-ordinated manner.</p> <p>The Alconbury Weald application has been a complex, strategic site that has been carefully considered over the last year. The application has now been approved following a viability assessment and S106 negotiation, including a review mechanism, to capture infrastructure delivery needs.</p> <p>The SEP 2 bids have been considered by the group.</p>
To develop an Infrastructure Business Plan	<p>The Group co-ordinates the production of the Infrastructure Business Plan, which is led by HDC Planning Services. By working in partnership, the group is able to ensure a collaborative approach to this work considering the needs of Huntingdonshire in conjunction with the wider Greater Cambridge Greater Peterborough area.</p> <p>Work on developing the next Business Plan to act as a funding delivery plan has commenced to tie in with the draft Local Plan to 2036.</p>
To assess / review infrastructure priorities for the spending of Community Infrastructure Levy and other available funding through an agreed process	As noted in the Infrastructure Business Plan 2013/14, Community Infrastructure Levy was approved for spend on the Huntingdon West Link Road.
To ensure the co-ordination and delivery of the growth and infrastructure elements of the Huntingdonshire Sustainable Community Strategy	This is achieved by the on-going elements highlighted in this report.
To co-ordinate and deliver other work required by the LSP	No other work is currently required of this Group by the Huntingdonshire Strategic Partnership.
To ensure stakeholders have engaged in the process of strategy development and implementation on growth and infrastructure related issues	<p>The Infrastructure Planning to support the draft Local Plan to 2036 has involved extensive engagement of stakeholders as has, and will continue to do so, the Infrastructure Business Plan. By working as a partnership, a proactive approach can be taken to this work setting agreed timeframes and considering the wider strategy rather than individual service areas in isolation.</p> <p>Work on these strategic matters is presented to HDC's Cabinet at appropriate times and Overview &amp; Scrutiny.</p>
To disseminate good practice	As a partnership based Group, good practice is disseminated between the organisations involved by offering and holding forums / meetings as appropriate.

	Further details are shared with other partnership groups as and when requested and necessary, including those from adjoining authorities and nationally with the Department for Communities & Local Government.
To anticipate and co-ordinate the implementation of new legislation	The Group's members are able to respond and think through practical ways of implementing new legislation. There have been many changes to the Community Infrastructure Levy regulations and the Group has helped to identify ways of ensuring these are understood and co-ordinated effectively. There have also been changes with regards dealing with S106 legal agreements and renegotiation.
To provide the LSP with performance management information	This has previously been done as and when required by the Huntingdonshire Strategic Partnership Board.
To support the LSP in development of the Sustainable Community Strategy	This has been done previously but this is no longer being implemented by the Huntingdonshire Strategic Partnership.
To ensure smooth working between agencies and other Sustainable Community Strategy thematic groups	This is done through representation as required at meetings and events organised by other thematic groups.

#### 4. LINK TO THE CORPORATE PLAN

4.1 The work of the Group contributes to the Corporate Plan, as set out in Table 3:

<b>Table 3: Huntingdonshire District Council – Corporate Plan 2014-16</b>	
<b>Vision</b>	
We want to continue to improve the quality of life for the people of Huntingdonshire and work towards sustainable economic growth whilst providing value for money services.	
<b>Strategic Themes</b>	<b>Key Actions / Comments</b>
A strong local economy	The Group helps to remove infrastructure barriers to growth. This has been done by leading the delivery of infrastructure planning and prioritisation of delivery. The membership of the group including the Highways Agency has ensured involvement with regards the A14 project along with supporting the development of the Cambridgeshire Long Term Transport Strategy. The Local Economic Partnership (LEP) is a key member of the group ensuring links between all partners work.
Enabling sustainable growth	The Group identifies the key infrastructure projects that will be required to enable the delivery of sustainable development and growth delivering any necessary market and affordable housing. The Group partners have a key role to

	play in identifying infrastructure, funding requirements and delivery timeframes to support the delivery of development sites, especially large strategic sites. By working as a partnership, a proactive approach can be taken to this work setting agreed timeframes and considering the wider strategy rather than individual service areas in isolation.
Working with our communities	The Group assists in the identification and provision of accessible social infrastructure requirements, including green infrastructure, on or near new developments helping to improve health and well-being of new and existing communities.  The Group will be engaged in the Neighbourhood Planning process as appropriate.
Ensuring we are a customer focused and service led council	The Group has extended its membership to include representation from local councils (Town and Parish Councils).

## 5. LEGAL ISSUES

- 5.1 The legislation requires that a CIL Annual Report is published by 31 December of the year following each financial year. The CIL Annual Report 2013/14 is attached for information at Appendix 1.

## 6. RESOURCE IMPLICATIONS

- 6.1 Much of the work undertaken by the Group is a statutory requirement. Whilst officer time would need to be spent on it anyway, bringing partners together to discuss and agree collectively strategic infrastructure and delivery issues is a lean approach to the work and aides the difficult decision making process in a timely manner. The Group is primarily resourced by Planning Services staff, with the Planning Service Manager (Policy) and the Implementation Team Leader taking a lead role helping to fulfil the statutory requirement with regards infrastructure planning, infrastructure programme management and the negotiation, collection and operation of planning obligations and CIL. Group meetings have been organised up to now by Democratic Services.
- 6.2 Since the implementation of CIL on 1<sup>st</sup> May 2012, the following liability notices (detailing what will have to be paid if the development commences) and demand notices (invoicing for payment once a development has commenced) have been raised:

Liability Notices raised	250 +	£ 7,068,528
Demand Notices raised	60	£ 1,600,704

- 6.3 The Community Infrastructure Levy Regulations 2010 (as amended) have had a series of amendment regulations applied over the last few years. The result of this is that the likely levy receipts will be less due to the number of exemptions and reliefs now available. CIL is still in its early development and so, in light of

this, and the numerous legislative changes, it is difficult to ascertain any key trends with regards its implementation.

6.4 The following table highlights the reliefs and exemptions authorised:

Self-build exemption	40	£ 593,572
Residential extension exemption	12	£ 195,695
Residential annex exemption	3	£ 32,185
Social housing relief	2	£ 21,234
Charitable relief	2	£ 135,034

6.5 Please note any exemption or relief is accounted for before a demand notice has been issued and so the figure noted above regarding demand notices raised has already taken any relief into account.

6.6 Up to 30<sup>th</sup> September 2014, when the last transfer of CIL 'meaningful proportion' payments was required, a total of £72,176.97 has been passed to local Town and Parish Councils. The local councils who have received levy payments are:

<b>Town/Parish Council</b>	<b>Amount Received to 30/09/14</b>
Brampton	6,951.93
Buckden	3,630.15
Earith	4,131.00
Hemingford Abbots	2,732.76
Hemingford Grey	3,382.87
Huntingdon	3,619.37
Kimbolton	1,909.54
Ramsey	872.40
Somersham	797.00
St Ives	15,924.69
St Neots	26,241.26
Stilton	1,818.25
Warboys	165.75

6.7 The local Town and Parish Councils are able to spend their CIL receipts to support the development of their local council area, or any part of that area, by funding the provision, improvement, replacement, operation or maintenance of infrastructure or by funding anything else that is concerned with addressing the demands that development places on an area. The local Town and Parish Councils are also each required to produce an annual report for any financial year in which they receive CIL receipts. The first such payment transfers were made by the District Council early in the current April 2014 – March 2015 financial year. As such, a report will not be required until later this year and no later than 31 December 2015.

6.8 It should be noted that the alternative to CIL would be that the authority reverted to applying obligations via S106 legal agreements only. However, the changes in legislation regarding S106 would make this very difficult with obligations needing to be very project specific with limited pooling permitted. The legislation on this is valid now for Charging Authorities and will apply to all Local Planning Authorities from 6<sup>th</sup> April 2015. A review of CIL is planned by government this year; the collection of evidence on this has already started.

## **7. OTHER IMPLICATIONS**

- 7.1 The Group has considered the value it brings to HDC. This was discussed at its meeting on 25<sup>th</sup> September 2014. The group was of the opinion that it helped to facilitate and speed up delivery of growth through consideration of infrastructure needs across the district and beyond considering matters from a strategic perspective and not individual basis. It was keen to continue given the excellent and valuable engagement that now existed with partners, including amongst others with the Greater Cambridge Greater Peterborough LEP and the Highways Authority and the requirement to adhere to the agreed decision making process.
- 7.2 The future role of the Huntingdonshire Strategic Partnership is unknown at present. It is felt that this partnership group has considerable value to the delivery of the economic and growth agenda. However, whether the group is part of the HSP or one of the strategic groups facilitated within the District Council has yet to be reached.

## **8. REASONS FOR THE RECOMMENDED DECISIONS**

- 8.1 The work of the Growth and Infrastructure Thematic Group is ongoing, and will continue to be important, particularly as the draft Local Plan progresses and the funding and project management for the delivery of infrastructure projects develops. The Group will also need to work with the Town and Parish Councils in the District that commit to preparing Neighbourhood Plans and how they spend CIL 'meaningful proportion' receipts.

## **9. LIST OF APPENDICES INCLUDED**

Appendix 1 – Huntingdonshire District Council Community Infrastructure Levy Annual Report 2013/14

## **BACKGROUND PAPERS**

None.

## **CONTACT OFFICER**

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Appendix 1 – Huntingdonshire District Council Community Infrastructure Levy  
Annual Report 2013/14



## Community Infrastructure Levy

### Annual Report 2013/14



17 December 2014

## **Community Infrastructure Levy: Annual Report 2013/14**

The Community Infrastructure Levy (CIL) is a mechanism to allow local planning authorities to seek to raise funds from new development, in the form of a levy, in order to contribute to the cost of infrastructure projects that are, or will be, needed to support new development.

Following an examination of the Huntingdonshire Charging Schedule in March 2012, Huntingdonshire District Council approved the implementation of its Community Infrastructure Levy from the 1st May 2012.

The Community Infrastructure Levy Charging Schedule 2012 sets out the charge per square metre that will apply to each category of development that is liable. The standard charge of £85 per sq m (plus indexation) will apply to all liable developments unless a different rate is set out in the schedule.

The CIL is intended to be used to help provide infrastructure to support the development of an area rather than making an individual planning application acceptable in planning terms (which is the purpose of Section 106 Agreements). CIL does not fully replace Section 106 Agreements.

On particular developments site specific mitigation requirements may still need to be provided through a Section 106 Agreement in addition to CIL. Section 106 Agreements and planning conditions will continue to be used for local infrastructure requirements on development sites, such as site specific local provision of open space, connection to utility services (as required by legislation), habitat protection, access roads and archaeology. The principle is that all eligible developments must pay towards CIL as well as any development specific requirement to be secured through Section 106 Agreements. Details on this can be found in the HDC Developer Contributions Supplementary Planning Document.

Large scale major developments (over 200 residential units) usually also necessitate the provision of development specific infrastructure, such as schools. These are dealt with more suitably through a Section 106 agreement, in addition to the CIL charge. It is important that the CIL Charging Schedule differentiates between these infrastructure projects.

The provision of affordable housing lies outside of the remit of CIL and continues to be secured through Section 106 Agreements.

The Huntingdonshire Infrastructure Business Plan (IBP) 2013/14 sets out the infrastructure required to support the delivery of the Huntingdonshire Core Strategy to 2026. The IBP prioritises infrastructure project delivery and allocation of CIL funding for delivery.

A further amendment to the CIL Regulations in 2013 requires a 'meaningful proportion' of CIL receipts to be passed to the local town or parish council for the area where the development takes place. The meaningful proportion to be passed to the local council is set at 15% of the relevant CIL receipts with a maximum cap of £100 per Council tax dwelling in the parish. Where a Neighbourhood Development Plan is in place the 'meaningful proportion' will rise to 25% with no maximum cap specified. There are no areas in Huntingdonshire at present with a Neighbourhood Development Plan in place.

A Charging Authority is required under Regulation 62 of the Community Infrastructure Regulations 2010 (as amended) to prepare a report for any financial year in which it collects CIL. For the financial year being reported on in this annual report (2013/14), the Council recognised that CIL receipts would be limited, due to the fact that CIL is not payable until after development commences and can be paid in instalments. As such, it was agreed by Cabinet on 21 March 2013 that all CIL receipts would be banked during the 2013/14 financial year with the exception of funding the Huntingdon West Link Road scheme.

The table on the following page sets out the financial details as required.

## Community Infrastructure Levy Statement 2013/14

Details	Note No	%	£
<b>CIL Receipts 2013/14</b>			
Cash	1		437,166.96
Land			0.00
<b>Total CIL Receipts for 2013/14</b>	<b>1</b>		<b>437,166.96</b>
<b>CIL Expenditure 2013/14</b>			
Expenditure on infrastructure	2		0.00
Amount of CIL applied to repay money borrowed and items of infrastructure funded	2		0.00
Amount of CIL applied to Administrative Expenditure	2	5	21,858.37
Amount of CIL passed to a Town/Parish Council	3		24,391.51
<b>Total CIL Expenditure 2013/14</b>	<b>4</b>		<b>46,249.88</b>
Total CIL receipts for 2013/14 retained			390,917.08
CIL receipts from previous years retained			10,021.88
<b>Total Amount of CIL Receipts Retained 31/03/2014</b>	<b>5</b>		<b>400,938.96</b>
The amount of CIL to which an infrastructure payment relates	6		0.00
The item of infrastructure to which the above payment relates			n/a

### Notes

- 1 Regulation 62 4a) of the Community Infrastructure Regulations 2010 (as amended) requires a charging authority to report the total CIL receipts for the reported year
- 2 Regulation 62 4c) (i– iv) of the Community Infrastructure Regulations 2010 (as amended) requires a charging authority to report summary details of CIL expenditure for the reported year (other than in relation to CIL to which regulation 59E or 59F applied) and detail that expenditure by scheme
- 3 Regulation 62 4ca) of the Community Infrastructure Regulations 2010 (as amended) requires a charging authority to report the amount of CIL passed to any local council under regulation 59A or 59B and any person under regulation 59(4)
- 4 Regulation 62 4b) of the Community Infrastructure Regulations 2010 (as amended) requires a charging authority to report the total CIL expenditure for the reported year
- 5 Regulation 62 4d) of the Community Infrastructure Regulations 2010 (as amended) requires a charging authority to report the total amount of CIL receipts retained at the end of the reported year
- 6 Regulation 62 4e) of the Community Infrastructure Regulations 2010 (as amended) requires a charging authority to report the amount of CIL to which each item of infrastructure payments relates

**CURRENT ACTIVITIES**

STUDY	OBJECTIVES	PANEL	STATUS
Delivery of Advisory Services Across the District	<p>To monitor the performance of the voluntary organisations awarded grant aid by the Council in 2013 – 2015.</p> <p>To discuss funding arrangements for the final year of the Voluntary sector agreements.</p>	Social Well-Being	Annual performance report considered by Panel in June 2014.
Housing and Council Tax Benefit Changes and the Potential Impact Upon Huntingdonshire	To monitor the effect of Government changes to the Housing Benefit System arising from the Welfare Reform Act.	Social Well-Being	The Panel received the latest six-monthly report on the effect of the Government’s Welfare Reform programme and how it impacts on households in Huntingdonshire. Further updates only to be provided when circumstances require it.
Affordable Housing	To make recommendations for the next Housing Strategy 2016-19 by considering and making recommendations on ways to deliver affordable housing, including through the rural and enabled exceptions policy of the Local Plan and through the Community Land Trust.	Social Well-Being	<p>Second meeting held. Relevant potential policies in new Local Plan reviewed and recommendations made. Study programme agreed.</p> <p>Next meeting to be held to review:</p> <ul style="list-style-type: none"> <li>• Rural housing programme – past and future</li> <li>• Community Land Trust model</li> <li>• Ways to increase awareness / take up</li> <li>• Work of Foundation East</li> </ul>
Project Management	To be agreed in December.	Economic-Well Being	Following the Panel’s discussion on the Project Closure reports for the Huntingdon Multi-Storey Car Park and One Leisure, St Ives, the Panel has agreed to establish a Select Committee in February 2015 to give further consideration to the issues emerging from the report, to seek assurances that improvements had been made to Council processes moving forward and to test the robustness of the Council’s approach. Representatives from the Social and Environmental Well-Being Panels have also been

			appointed. The Terms of Reference for this Committee were considered at the Panel's December meeting. The Select Committee met in advance of their January meeting to discuss the scope of the Select Committee. Select Committee to be held on 17th February 2015.
Facing the Future	Ongoing monitoring role of financial implications of Facing the Future for the Medium Term Financial Strategy.	Economic Well-Being	The Panel has received two updates on progress with the delivery of the Facing the Future programme. Financial information will be presented to Members in February / March 2015.
The Health Economy	To establish priorities for future work on the local health economy.	Social Well-Being	Scoping paper considered. Further reports requested on: <ul style="list-style-type: none"> <li>• on the current state of Neighbourhood Planning within the Council and how it was likely to develop and how it might promote community resilience;</li> <li>• on community engagement, including examples of good practice;</li> <li>• on the impact of Welfare Reforms, including fuel poverty and how it was defined;</li> <li>• reviewing the Council's Equalities Impact Assessment arrangements, and</li> <li>• on the impact of growth on GP surgeries, school places and hospital capacity.</li> </ul>

Panel Date	Decision	Action	Response	Date
	<b><u>Great Fen Project</u></b>			
12/03/13	Copy of the Socio-Economic study presented to Panel.		Site visit held on 17th September 2013.	
14/01/14	Great Fen Project Collaboration Agreement endorsed by Panel and Cabinet for renewal for a further 5 year period.			
17/06/14	Panel agreed that it would be timely to arrange a further site visit to the Great Fen. Invitation to be extended to Economic Well-Being Panel.		A visit took place on 7 November 2014 at 1.30pm.	
	<b><u>Design Principles for Future Developments</u></b>			
17/06/14	The Panel will consider the Design Guide before being submitted to the Cabinet.	<b>The Panel received a preview of the new Design Guide at their meeting on 9th December. The Panel will consider the Design Guide again during the public consultation.</b>		TBC
	<b><u>Tree Strategy</u></b>			
15/07/14	Draft Strategy considered by the Panel. Its contents were endorsed for submission to the Cabinet.	Strategy approved by the Cabinet and the Corporate Director (Delivery) authorised to proceed with the implementation of the Action Plan 2015-2020.	<b>Working Group met on 14th January 2015. Councillor J W Davies to report.</b>	
	<b><u>Whole Waste System Approach/ Waste Collection Policies</u></b>			
17/06/14	Agreed that the Waste Collection Working Group should reconvene to assist the Head of Operations and Executive Member for Operations & Environment with reviewing waste collection policies in relation to	Meeting of the Working Group held on 24 <sup>th</sup> June 2014.	<b>Further meeting to be held in to consider the outcome of the survey work undertaken by the Head of Operations.</b>	March 2015

Panel Date	Decision	Action	Response	Date
	the collection points for wheeled bins/sacks and remote properties (farms and lodges). Councillors G J Bull and D A Giles appointed on to the Working Group alongside Councillors M G Baker and G J Harlock.			
<b>17/06/14</b>	<p><b><u>Rural Transport</u></b></p> <p>Councillor Mrs L Kadić re-appointed as the Panel's representative on the Cambridgeshire Future Transport Initiative.</p>		<b>Updates to be delivered in due course.</b>	
<b>11/2/14</b>	<p><b><u>Flood Prevention</u></b></p> <p>Agreed to undertake a study on flood prevention arrangements in the District and the impact of flooding on associated local policy developments.</p>			
<b>11/3/14</b>	Representatives from the Environment Agency delivered a presentation on flood risk management within Huntingdonshire.			
<b>8/4/14 / 17/06/14</b>	Scoping Report submitted to meeting. Working Group appointed comprising Councillors Bull, West and Mrs Kadic to review the effectiveness of flood protection schemes in the District and to scrutinise environmental data including the outcome of the investigations currently being undertaken by the Local Resilience Forum into Flood Risk Management.			
<b>17/06/14</b>	Presentation delivered by Mr Ian Smith, Chief Executive and Clerk to the Middle Level Commissioners on the organisation's responsibilities for flooding within the District. Information presented will assist the Working Group with its investigations.	<b>Meeting of the Working Group to be arranged to the consider a draft Flood and Water supplementary planning document when it is available</b>		



Panel Date	Decision	Action	Response	Date
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<b>17/06/14</b>	<b><u>Litter Policies and Practices</u></b> Chairman requested an item on litter policies and practices to be submitted to a future Panel meeting. Councillor D A Giles requested that consideration is also given to graffiti removal at this time.	Request submitted to Head of Operations.		
<b>11/11/14</b>	Scoping report considered. Working Group appointed to consider and make recommendations on future litter and graffiti service scope and standards and on public appetite for changes	<b>A meeting of the Working Group will be arranged in late February 2014.</b>		

	<b><u>Notice of Key Executive Decisions</u></b>			
	<b>Huntingdon West Masterplan</b> - Panel requested sight of the report prior to its submission to the Cabinet.	Request submitted to the Planning Services Manager (Policy).	Not currently on the Notice of Executive Decisions.	
	<b>Local Plan to 2036 – Proposed Submission</b> - Panel will have sight of the report prior to its submission to the Cabinet.	Request submitted to the Planning Services Manager (Policy).	<b>Report expected June 2015.</b>	<b>06/15</b>
	<b>Huntingdonshire Infrastructure Business Plan</b> - Panel will have sight of the report prior to its submission to the Cabinet.	Request submitted to the Planning Services Manager (Policy).	<b>Report expected June 2015.</b>	<b>06/15</b>
	<b>Civil Parking Enforcement</b> - Panel will have sight of the report prior to its submission to the Cabinet.	Request submitted to the Transportation Team Leader.		<b>TBC</b>

Panel Date	Decision	Action	Response	Date
14/1/14	<p><b><u>Huntingdonshire Strategic Partnership (HSP)</u></b></p> <p>The Panel scrutinises the work of the HSP, with the following thematic group falling within the Panel's remit:-</p> <p><b>Growth and Infrastructure</b></p> <p>Panel apprised of details of thematic group and its role in identifying key infrastructure projects and in recommending priorities for the allocation of Community Infrastructure Levy funding.</p>		The Annual report appears elsewhere on the Agenda.	04/02/15